

## MINUTES

**For the April 16, 2018 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.**

### ROLL CALL:

Board of Directors:	Chris Groner	Jay Alberstadt	Trevor Thompson
	Darlene Feeney		
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Andy Zimmerman	Jason Brendel	

### CALL TO ORDER:

Mr. Alberstadt, Vice-Chairman, called the meeting to order at 1:00 pm and noted that the meeting will be audio taped to facilitate preparation of the written Minutes which will serve as the official public record.

### CONSENT AGENDA & PUBLIC COMMENT:

The following items were included on the Consent Agenda:

- a. Approval of the Agenda
- b. Approval of the Minutes of the March 19<sup>th</sup> 2018 Regular Meeting

Upon a motion by Ms. Feeney and a second by Mr. Groner the Consent Agenda items were approved unanimously.

There was one citizen to be heard, Jason Brendel. Mr. Brendel stated that he would like to see citizens of the City of Erie benefit from funding for property improvements.

### REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry reported the following –

- Members of the newly appointed County Land Bank gathered for an informal meeting to gather some general background information about land banking. John Kromer, who authored the “Proposed Business Plan for Erie Land Bank” addressed the group. The elected officials in attendance spoke about the importance of sharing the expected gaming funds with the City’s land bank.
- Mr. Sandell approached City Council during their March meeting to request some start-up funding for the Land Bank. Positive feedback was given about the request being approved, but no resolutions have been presented yet.
- The Erie Area Council of Governments is putting together an informational session on land banking for their members and other interested parties. The session has been re-scheduled for May 24<sup>th</sup> 2018.

- The Housing Alliance of Pennsylvania will hold their annual Blight Summit on June 12<sup>th</sup> 2018 in Lancaster.
- ENGP will be submitting an application to the Erie Community Foundation on behalf of the Land Bank for some limited startup funds. Approximately \$17-\$20k will be requested for development of a website, initial legal services and branding/marketing materials.

**GENERAL UPDATES/INFORMATION:**

Mr. Henry distributed draft operating documents, including an acquisition matrix, disposition guidelines, and property purchase proposal evaluation template. Mr. Henry asked all members to review these draft documents and provide any feedback and indicated that one of the purposes is to ensure that any transferees of land bank properties will be successful with the future rehabilitation or development of those properties. The Board discussed that it would be their preference that potential transferees appear before the Board to discuss their proposals.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements:** Mr. Henry asked the Erie School District Solicitor, Attorney Wachter, to review a draft of the proposed agreement with the District and provided the Board with Attorney Wachter's proposed revisions. Ms. Feeney added that she had met with the District Solicitor during his review of the proposed agreement and one of the outstanding concerns involved the future allocation of tax payments and how that process would be administered.

Upon a motion by Mr. Thompson and a second by Mr. Groner, the Board unanimously authorized Mr. Henry to move forward with negotiation of the Intergovernmental Agreement with the Erie School District, pending Mr. Alberstadt's review of Attorney Wachter's proposed changes.

Mr. Henry further reported that he and Chairman Sandell recently met with a group from the County to discuss the proposed Cooperation Agreement with the County. Several related issues were discussed, as the County had questions about how the Land Bank would operate and various scenarios that might be encountered. Mr. Henry noted that James Sparber, County Finance Director, recently reported that the proposed Agreement is under legal review by the County.

**Website Design RFP:** Mr. Henry stated that he had distributed a Request for Proposals for development of a website for the Erie Land Bank. The Board indicated that the RFP was satisfactory and authorized Mr. Henry to distribute the RFP and begin solicitation of proposals.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:54 pm, upon a motion by Ms. Feeney.

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary